

EPSOM GIRLS GRAMMAR SCHOOL

JOB DESCRIPTION

POSITION: Weekend House Manager

NAME:

TENURE: Permanent – 49 weeks

RESPONSIBLE TO: Assistant Principal with responsibility for Epsom House

FUNCTIONAL RELATIONSHIPS WITH: Working relationships with: Deputy Principal with responsibility for Epsom House, Epsom House Managers, Epsom House Boarding Administrator, Accounts' Department, Epsom House Supervisory Staff and Night Supervisors, Chef and Catering Staff, Tutors, Maintenance and Cleaning Staff.

Key performance Areas	Expected outcomes and performance indicators	Comments on performance
<p>Management Responsibilities</p> <p>1. Human Resources</p>	<p>1.1 Establish positive, respectful relationships with staff</p> <p>1.2 Be available as second response during the night as required.</p> <p>1.3 Ensure students are supervised while in the House.</p> <p>1.4 Ensure that House procedures are implemented and adhered to by all staff.</p> <p>1.5 Maintain a safe environment for staff.</p> <p>1.6 Monitor staff and conduct staff induction following recruitment and oversee the rostering of staff and relief staff.</p> <p>1.7 Assist Assistant Principal in the completion of staff appraisals.</p> <p>1.8 Assist Assistant Principal in organizing a programme of staff professional development.</p>	

	<p>1.9 To attend weekly staff/management meetings.</p> <p>1.10 To assist Assistant Principal in any other matters associated with human resourcing.</p>	
2. Student Support/learning	<p>2.1 Establish positive, respectful relationships with students and parents.</p> <p>2.2 Ensure that the emotional, physical and health needs of students are met.</p> <p>2.3 Maintain a safe environment for students.</p> <p>2.4 Organise weekend activities for students.</p> <p>2.5 Assist the Assistant Principal/Prefects/House leaders in the planning and organization of the orientation of new students, social events and activities, completion of EOTC documentation.</p> <p>2.6 Plan and oversee weekend activities for students.</p> <p>2.7 Assist the Assistant Principal in any other matters associated with Student Support.</p>	
3. Administrative	<p>3.1 Assist Assistant Principal in managing financial systems, budget and petty cash.</p> <p>3.2 Assign administrative tasks to staff to complete.</p> <p>3.3 Complete day to day administration for efficient running of the Office.</p>	
4. Property	<p>4.1 Work with Assistant Principal to keep an up-to-date maintenance schedule for property management.</p> <p>4.2 Assist Assistant Principal in any other matter associated with property management.</p> <p>4.3 Assign housekeeping tasks to staff to complete.</p>	

	4.4 Work co-operatively with other staff in matters pertaining to house-keeping duties.	
5. Communication	5.1 Assist Assistant Principal in the preparation and co-ordination of surveys, reports and term newsletters. 5.2 Assist Assistant Principal in any other matters associated with communication.	
6 Epsom House Vacations	6.1 Assist Assistant Principal with the marketing of Epsom House vacations as a business, by communication with organisations – researching organisations, sending out promotional material, promoting a positive image of Epsom House. 6.2 Take responsibility to meet and take potential clients around Epsom House. 6.3 Support the Assistant Principal and Epsom House Staff during vacation time - in the preparation for groups taking accommodation at Epsom House, as required during a groups' stay, and in the close-down after groups leave.	
7. Relationships with the School	7.1 Work to ensure good relationships with School Staff in the recognition of Epsom House's part in the school. 7.2 Participate in the development of a liaison plan to mirror school ethos in the House.	
8. Strategic Leadership	The Weekend House Manager will work to promote an environment of continuous improvement.	

Date of Job Description: